Introduction: Kenz Innovation HCM

Enrolling in your benefits is easy with Kenz Innovation HCM (formerly TeemWurk). The online enrollment system will walk you through your benefits enrollment step-by-step. Microsoft Edge, Google Chrome, and Mozilla Firefox are the preferred browsers for accessing the Kenz website.

Note for Returning Users: Passive Enrollment

If you do not wish to make any changes to your current health, dental, or vision benefits, you do not need to do anything during open enrollment. Your current plans will be carried forward into the new plan year. However, if you are currently enrolled or wish to enroll in a Flexible Spending Account, Dependent Care Flexible Spending Account, or Health Savings Account, you MUST elect a dollar amount for the new plan year during open enrollment, even if it is the same amount as the current year. These accounts will not roll over without an active election during open enrollment.

Step 1: Log In

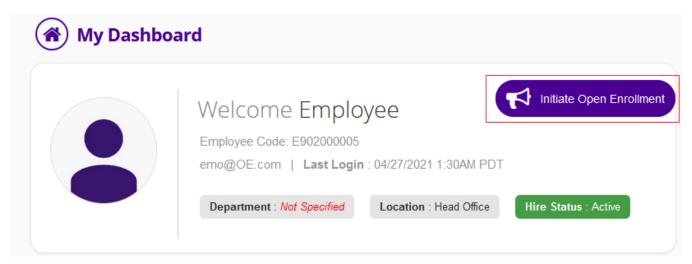
Go to: https://cwa.mykenzinnovationhcm.com/login

- Enter your username: first name + last name + "CWA" (e.g. JaneDoeCWA)
- Enter your password: if you forgot your password or if this is your first time logging in, select the "Can't access your account?" link to set/reset your password.



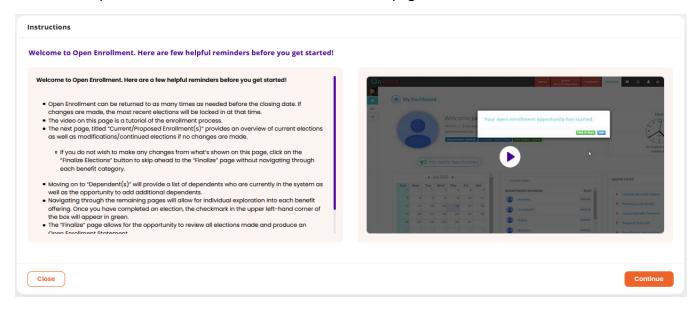
Step 2: Initiate Enrollment

Once you are logged in, select the "Initiate Open Enrollment" link on your Dashboard.



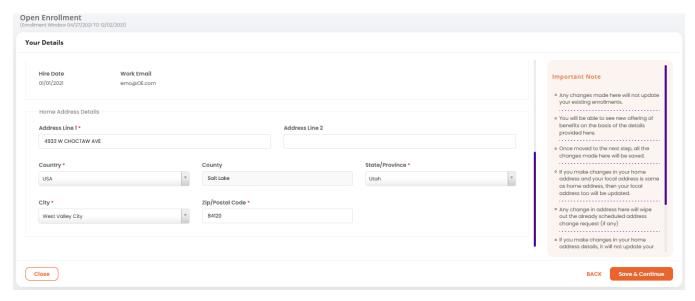
Step 3: Review Instructions

Review the open enrollment instructions on the welcome page.



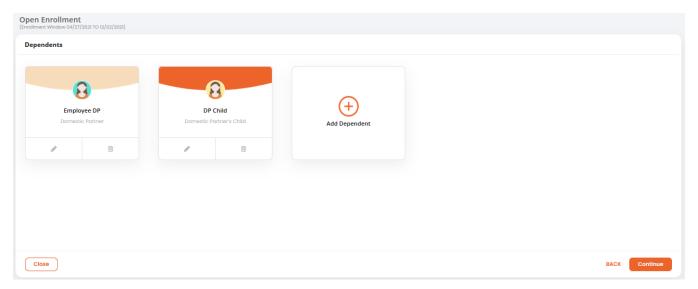
Step 4: Verify Your Details

Verify your personal details and modify if needed.



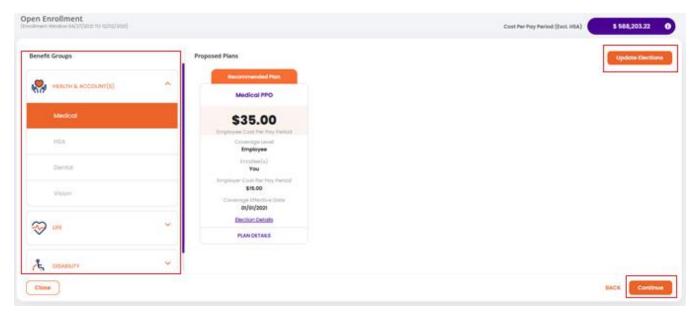
Step 5: Add Dependents

Add dependents you want to enroll in benefits or edit existing dependent information, if needed.



Step 6: Make Your Elections

- Expand and review each Benefit Group, selecting the "Update Elections" button to change your elections.
- Once all the elections are complete select the "Continue" button



Step 7: Finalize Your Elections

- Review your elections, download the Initial Enrollment Statement, and finalize your elections.
- If you do not finalize your elections, they will be automatically finalized on the last day of open enrollment.